

ASSUMMED NAME OR PARTNERSHIP (DBA's)

File Certificate	\$ 25.00
File Amended Certificate	\$ 25.00
File Discontinuance	No Fee
Certify a Prepared Copy	\$ 5.00
Prepare and Certify Copy	\$1.25 per page
With minimum charge of	\$ 5.00
Limited Partnerships – original filed	
With NY State	
• DBA Forms (available at County Clerks Office)	\$ 1.00

CIVIL ACTIONS**(INCLUDES DIVORCES, SEPARATIONS, ETC.)**

- Agreements-Separations \$ 5.00
- Index Number, Issuance \$210.00

*(It will be necessary to procure an Index
Number from the County Clerk's Office
Prior to submitting documents to County
Or Supreme Court.)*

- RJJ: (original plus 2 copies) \$ 95.00
- Note of Issue (original plus 1 copy)
 - Non Jury \$ 30.00
 - Jury Trial \$ 95.00
- Jury Demand (w/note of issue already filed) \$ 65.00
- Motion/Cross to File \$ 45.00
- Notice of Appeal \$ 65.00
- Stipulation of settlement/voluntary
Discontinuance \$35.00
- Decrees No Fee
- Orders No Fee
- Dissolution of Marriage \$ 5.00
(Department of Health Certificate)
- SCARS Petitions \$ 30.00

JUDGEMENTS:

- Docket & Enter a Default Judgment \$45.00
- Satisfaction of, Assign of No Fee
- Transcript of Judgment
 - Filing \$ 10.00
 - Issue a Transcript \$ 5.00

Certificate of:

- Disposition, Cancellation,
Assignment, Change
- Issue \$ 5.00
- To File No Fee

COPIES:

- Of recorded or filed documents
(per page) \$ 1.25
- To prepare and certify a copy \$ 5.00
Plus \$1.25 per page after 1st 4 pgs.
- Exemplified Copy \$ 15.00

DEEDS**(RELEASE OF LIEN OF ESTATE TAX, LEASES,
EASEMENTS, POWER OF ATTORNEY, ETC.)**

- Record (\$5/pg. +\$45 includes cover sheet)
- ****50 cents extra for each name over 2**

Transfer Tax Affidavit (TP-584)	\$ 5.00
Equalization and Assessment (RP5217)	\$125.00
(vacant land & commercial property)	\$250.00
(RP-5217 new fee increase as of 6/1/09)	

DISCHARGE OF MTGS. (SEE MTGS.**)**

<u>FAX</u>	per page	\$1.00
	Out of area	2.00

FILING

- Small Claims Assessment Review \$ 30.00
- Any other Instrument 5.00
(Other than those covered by Special
Law or an action or proceeding having
an Index Number)
- Military Discharge (DD214) No Fee

LIENS

- Assignment (Notice of), Filing \$ 25.00
- Attachment (Notice of File & Record
in Addition to Index Number Fee \$ 20.00
Cancel \$ 3.00
- Building and Loan Contract (Agreement)
File Original or Amendment \$25.00
- Discharge No Fee
- Federal Tax Lien Filings \$ 40.00
- Abstract of Judgment \$ 10.00

LIS PENDENS:

- File and Record in addition to Index
Number Fee & to amend \$ 40.00
- To Cancel No Fee

MECHANIC S LIENS:

- (Includes Notice of Public Service
Liens and Public Improvement Liens)
- Filing \$ 15.00
- Affidavit of Service \$ 5.00
- Discharge by Payment into
Court \$ 3.00
- Order to Continue No Fee
- Satisfaction or Cancel No Fee
- Notice of Lending – Filing \$ 15.00
- Notice of Lien, Filing \$ 5.00
- Public Service (Notice of) \$ 15.00
- Public Welfare Lien No Fee

MORTGAGES:**Mortgage Tax – 1%****Record (\$5/pg. +\$45 includes coversheet)**

****50 cents extra for each name over 2**

- Assignment of Mtg. (\$5/pg +\$45 includes
cover sheet)
- 50 cents for markoff
- Plus \$3.00 for each additional Mtg.
assigned after 1st.
- ****50 cents extra for each name over 2**

Consolidations, Extensions, Modifications,**Subordination's, Corrections, etc.**

(\$5/pg. + \$45 includes coversheet)

- 50 cents for each mark-off
 - Plus 50 cents for each additional
mortgage consolidation, etc. after 1st.
 - ****50 cents extra for each name over 2**
- Mortgage Tax Affidavits
(In duplicate) \$ 5.00

(DISCHARGE OR SATISFACTION OF MTG.)

- **\$5/pg +\$45** (includes coversheet)
- 50 cents for 1st mark-off)
- ****50 cents extra for each name over 2**
- Each additional Mtg. Discharged after 1st
(double the fee minus cover sheet fee of \$5)

Release of Part of Mortgage Premises

- (\$5/pg. + \$45 includes coversheet)
- 50 cents for 1st mark-off
- Plus \$3.00 for each additional mtg. released
- ****50 cents extra for each name over 2**
- **Estoppel Certificate** -(\$5/pg. + \$45)
(includes cover sheet)

NOTARY PUBLICS:

- Renewal - (4 years) \$ 60.00
- Certificate Authentication Notary \$ 3.00
- Out of County Filing \$10.00

OATH OF OFFICE:

- To File or Administer
- (Except for Notary) No Fee

PASSPORTS:

**(Must submit Original Birth Cert. w/raised seal &
two 2x2 pictures) **As of 7/18/01 – All children must appear in
person —also consent for passport issuance will be required by
BOTH parents for children 15 years old or under.**

FEES AS OF 2/1/2008.

- County Fee (separate checks or cash) \$ 25.00
- Federal Fee (separate check - no cash) \$ 75.00
(10 yr. Passport - 16 yrs. of age or older)
- 5 yr. Passport (under 16 yrs. of age) \$ 60.00
- To Expedite Passport: \$ 60.00
- Photos \$ 10.00

Passport Card:

- County Fee (separate check or cash) \$25.00
- Federal Fee (separate check- no cash) \$20.00
(10 yr. Passport Card - 16 yrs of age or older)
- 5yr. Passport Card (under 16yrs of age) \$10.00

PISTOL PERMITS:

- Transfer to or from another County \$ 5.00

SEARCH (requests by mail only):

- Civil Action, Judgments, \$ 5.00
- Liens & Mtgs., etc., (every 2 yrs. searched)
- Criminal Search (Done thru Supreme Court)

UCC's:

- Only UCC's relating to real estate are filed in the County Clerk's Office - others go to the Dept. of State.
- To File..... \$40
- Searches..... \$25

WILLS:

(Wills are available from Surrogate Court also).

- **Record (\$5/pg. + \$45.00-**
includes cover sheet)
- ****50 cents extra for each name over 2**

****A SELF ADDRESSED STAMPED ENVELOPE IS
REQUIRED FOR RETURNING DOCUMENTS****

LICENSES:

Verification of Registrar	\$ 5.00
Veterans Discharge, Filing of (DD-214)	No Fee
Veterans Peddlers License	No Fee

8019(B) Whenever a paper or document presented to a County Clerk for filling or recording, is not legible or otherwise suitable for copying or recording by the photocopying process, the County Clerk may require a legible or suitable copy thereof, along with such paper or document and the same fees shall be payable for the copy as are payable for the original paper or document.

Exemption of the State and Counties from fees of Clerk's (8017 a&b and Section 161) of the Executive Law exempts State and Counties and officers thereof from fees of Clerk's - exception the case of actions on behalf of the NYS Higher Education Services Corp., to recover money due as a result of default of a student loan.

Size & type of paper, (CPLR 819)- Size not to exceed 8.5" x 14". Every printed portion thereof shall be plainly printed in not smaller than 8 point type. Special circumstances are also covered in this law.

SARATOGA COUNTY CLERK'S OFFICE



SCHEDULE OF FEES

(Fees Effective June 1, 2009)

Kathleen A, Marchione
Saratoga County Clerk
40 McMaster Street
Ballston Spa, NY 12020
Phone: (518) 885-2213
Fax: (518) 884-4726

Article 80 - Civil Practice Law & Rules

Office Hours:

Monday - Friday 8AM - 5PM
(Searching)

Monday - Friday 8AM - 4:15PM
(Recording Papers)